



# NATIONAL BOOK FUND

## 2020 National Book Fund® Application Guidelines

Deadline: March 15, 2020

### Introduction

The National Book Fund® (NBF) provides adult education and literacy programs throughout the United States with New Readers Press books and educational resources needed to support literacy initiatives.

NBF grants are made in the form of New Readers Press materials requested in the grant proposal. **The order form for New Readers Press materials available for download in the online application is the ONLY order form that will be accepted for this grant.** Prices for materials are as indicated for both ProLiteracy members and nonmembers.

Grants typically average from \$500 to \$2,000, although greater or lesser funding amounts are considered. Grant requests significantly over the \$2,000 level are not typically funded but will be considered, as long as a clear programmatic and financial need is stated in your application.

### Eligibility Criteria

To be eligible for an NBF grant, the applicant must:

1. Have a clearly defined, specific need or project for the materials being requested
2. Intend to use NBF materials directly with students receiving literacy instruction and/or with literacy staff, instructors, or volunteers
3. Not have received an NBF grant during the 2018 or 2019 program cycles
4. Answer all questions on the application to the best of their ability, and upload all required forms as directed in the online application.

The NBF awards organizations that provide services in the following areas: basic literacy, adult basic education, English for speakers of other languages (ESOL), high school equivalency preparation, math, and family literacy.

Priority will be given to nonprofit organizations and programs that provide literacy instruction at no charge to participating students.

### National Book Fund Award Requirements

Applications will be reviewed initially for completeness. Any application that does not contain the following required information will not be considered:

- Completed application form
- Completed 2020 National Book Fund order form for New Readers Press materials being requested



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## Cash contribution

Nonmember programs awarded a grant must provide a cash contribution to ProLiteracy equal to 20 percent of the award amount. **ProLiteracy Organizational Members are not required to provide a cash contribution.** To become a member, or to check membership status, please email [membership@proliteracy.org](mailto:membership@proliteracy.org).

Submission of purchase orders instead of the cash contribution will not fulfill this requirement. The cash contribution does not apply to any previous or future purchases from New Readers Press.

Prior to delivery of materials or online courses, all NBF award recipients must sign a Letter of Agreement that details the conditions under which the grant is being awarded. Recipient programs will have until May 10, 2020, to return the Letter of Agreement and the required cash contribution, if applicable. In addition, awardees may be asked to participate in mutually beneficial public relations and recognition activities.

Within one year of receiving an NBF award, grantees will be required to submit an online evaluation. Awardees will be able to access all required forms and evaluations in the same online account that was used to submit their application.

## Application Process

1. Sign in to ProLiteracy's [online grant portal](#) to access the 2020 National Book Fund application. **Please Note: This account is not the same as your account on ProLiteracy's Education Network. If you have not used ProLiteracy's online grant portal before you will need to create a new account first.**
2. Complete the National Book Fund application.
3. Upload the completed National Book Fund order form for New Readers Press materials being requested.

## Application Deadline

Applications must be submitted by **March 15, 2020**. Incomplete applications will not be considered. Applicants will be notified electronically of acceptance/rejection by April 30, 2020.

## Previous Grant Recipients

There is a waiting period before previous NBF grant recipients are eligible to reapply for support. Programs that received grants in 2018 or 2019 are not currently eligible to apply\* for an award in 2020. Part of the review criteria for previous grant recipients that are eligible to apply will include compliance with the original Letter of Agreement as well as their completed evaluation questionnaire. Questions about eligibility should be emailed to [nbf@proliteracy.org](mailto:nbf@proliteracy.org) prior to submitting an application.



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## Questions?

For more information, please visit <https://www.proliteracy.org/What-We-Do/Programs-Projects/National-Book-Fund>. There you will find answers to frequently asked questions and a list of award recipients from the past two years to help determine eligibility.

Please direct any further questions about the NBF or the application process to Sarah Howell at [nbf@proliteracy.org](mailto:nbf@proliteracy.org) or (315) 214-2455.